Book	Policy Manual
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Title	Committees
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COMMITTEES

Members of the Board of Education may indicate their first, second, and third choices of committee assignments. After discussion, appointments will be made by the Board Chair at the next regular meeting.

Committees appointed by the Board shall advise the Board of Education but cannot determine policy.

STANDING COMMITTEES

The Chair of the Board of Education may, with the approval of the majority vote of the Board, create standing committees as deemed necessary. Committee members shall select their own chair and secretary.

As deemed necessary, the Board of Education may establish standing committees from among its membership to make recommendations for Board action. The following rules will govern the appointment and function of such committees which shall:

1. Be established through action of the Board of Education;
2. Have their members appointed by the Board Chair;
3. Be informed in writing at the time of committee formation of committee purpose, functions, and duties;
4. Make recommendations for Board action, but it may not act for the Board except in those instances where authority to act has been specifically delegated to the committee by the Board;
5. Can be dissolved at any time by a vote of the Board.

The Board Chair shall be ex-officio members of all standing committees.

The standing committees and their primary responsibilities shall be as follows:

Budget Finance Committee

- Participate in town budget hearings with Board of Finance.
- Have member act as liaison to Board of Finance.
- Provide ongoing monitor/review of current year's budget and expenses.
- Review financial analyses and recommendations, as needed, for Board decisions.
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Provide representation on business related town committees (i.e., purchasing, insurance). Review policies related to series 3000 business.

Policy Committee

- Review recommended policies/regulations consistent with policies of the Board of Education.
- Review policies to ensure consistency with federal and state laws.
- Recommend areas for which Board of Education should consider adopting policies.

Curriculum Committee

- Work with administration to establish a curriculum review schedule and monitor the progress of curriculum implementation
- Review new curricula proposed by Colchester educator curriculum committees assembled by administration
- Make recommendations to the full Board of Education for the adoption of curricula and the Programs of Study
- Review and develop policies related to curriculum as found in series 5000 Students and 6000 Instruction

~~**Communications Committee**~~

- ~~Communicate relevant information to stakeholders in Colchester Public Schools and the Colchester community to ensure that our school district provides information about, and celebrates the work of, the school community.~~
- ~~Increase opportunities for communication between the Board of Education and other municipal boards, commissions, and committees.~~

Facilities Committee

- Develop Planned and Cycled Maintenance 10-year plan for operational improvements and oversee implementation.
- Make recommendations to the Board on the effective utilization of all buildings and grounds to address educational programming, school safety and school security.
- Receive periodic reports from the Superintendent and the District Facilities Director regarding maintenance projects, facilities project progress and other facilities-related matters.
- Invite District and Town employees and officials as appropriate to committee and Board meetings to report on or discuss facilities-related matters.

The list of responsibilities is intended to provide a sampling or framework of responsibilities for which each committee is held accountable. Additional responsibilities will be assigned by the Board Chair, as needed.

ADHOC COMMITTEES

The Chair of the Board of Education shall identify the need for an adhoc committee. An adhoc committee shall be convened to accomplish a specific task and typically will be a short-term, non-permanent body.

The Board of Education as a result of a two-thirds vote shall establish the committee charge, duties and membership. The Chair of the Board of Education shall be an ex officio member of the committee. The Board of Education shall determine the specific task required and duties of the committee and a general timeline at the time of appointment.

Committee members may select their own chairman. The Chair of the Board of Education shall fill any vacancies.

The committee shall be considered dissolved when its written final report has been made to the Board of Education. The committee shall act in an advisory capacity only. Its recommendations shall be presented to the Board but are not considered binding.

Adhoc committees shall have access to the press only through the Superintendent of Schools and/or the chairperson of the committee.

The Committee may determine:

- how it wants to organize itself.
- how often to meet.
- what records to keep in addition to minutes of meetings.
- what information or additional participation it shall need and direct such requests to the Superintendent of Schools designee.

Meetings should be held in accordance with state and federal regulations. Minutes shall be submitted to the Secretary of the Board and kept on file in the Superintendent's office and available during business hours.